

DECEMBER 24, 2007

TO: Chief School Administrators/School Bus Contractors

FROM: Robert J. Cicchino, Director
Office of Fiscal Accountability and Compliance

SUBJECT: Criminal History Review Unit – Online Access to Education Approval
Dates and Process Control Numbers (PCN)

**IMPORTANT UPDATE INFORMATION CONCERNING CRIMINAL HISTORY
FINGERPRINTING PROCEDURES – PLEASE INFORM STAFF PERSONNEL
RESPONSIBLE FOR PROCESSING THE BACKGROUND CHECKS OF THE
UPDATED CHANGES TO THE PROCEDURES.**

Effective December 24, 2007, educational facilities, authorized school bus contractors, employees and applicants may access approval and PCN information on the department Website at <http://www.nj.gov/education/educators/crimhist/>. When on the Website, click on “Criminal History Record Check Status.” Enter the social security number and if approved, the screen will display the name, approval date, PCN, county, district/contractor, and school codes and job position on each approval for that individual. If the criminal history background check is older than five years, is not complete, or if there is an issue with the record check, a message will be displayed “Status information is not available. Please contact the Criminal History Review Unit at 609-292-0507.”

Additional updates will be sent as the program continues to develop. Any questions or concerns, please contact the Criminal History Review Unit at 609-292-0507.

RJC/CHC/cc/chief.school.admin.ltr.approval_pcn.web access

c: Members, State Board of Education
Commissioner Lucille E. Davy
Deputy Commissioner Willa Spicer
Chief of Staff John Hart
Assistant Commissioners
County Superintendents
Carl H. Carabelli